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26 October 1953

MEMORANDUM TO: All persons listed below

FROM: Clandestine Services Training Committee

SUBJECT: Highlights of Training Officers' Meeting,
23 October 1953, Room 2035 K.

PRESENT:



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1. [redacted], Chairman of the meeting, stated that he had had a call from [redacted] to the effect that the next Agency orientation will be held 3-6 November.

2. [redacted], of the Office of Training, spoke on area language. [redacted] handed a copy of a paper which he had prepared on this subject to each one present, which summarized the immediate problem. He announced that several courses will begin in the very near future; the first two are internal. One is the Japanese language class to begin 2 November, which is to be conducted during office hours from 8:45 to 11 a.m. Emphasis will be divided between conversational and reading ability. The course will continue for at least six months and beyond, if necessary. The next course will be an advanced language seminar on the Russian language. [redacted] stated that, in all, there will be ten seminars given in the different languages. The third course will be a Persian language course. Eight is approximately the maximum number for the seminars; 3-5 is minimum. [redacted] stated that their primary objective is to provide training offices with the necessary service needed in the development of language and area competency in personnel. The basic problem is to provide them with the best service.

3. Discussion was held regarding ways language training service can improved - it is largely administrative. If the Training Office can given as much notice as possible, the personnel would get better training. [redacted] estimated that 4,000 to 10,000 hours are required to different languages, depending on the particular language.

Discussion was held as to whether training requests should carry them where it can be indicated whether language training is or not. The suggestion was made that all persons working on a

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certain desk have training (part-time) in that language. [] stated that he would not pass on to the Office of Training any request for language training on a "crash" basis except in unusual and exceptional situations. The Office of Training should have three months' notice prior to an individual's EOD. [] stated that we have to determine whether language training is either essential, important but not essential, or whether just a luxury - then determine what the policy is going to be.

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5. It was commented by [] that it is a mistake to connect language and area training; everyone should have area training; language training is not necessary in every case.

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6. [] suggested that reactions be submitted regarding the paper distributed by [] and also on the training request indication with regard to the necessity for language training. He also asked them to get a firm statement of policy concerning training from their Division Chiefs.

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7. [] stated that the Chairmanship of the Glandestine Services Committee will rotate. As of 1 November, [] will be Chairman.

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8. It was recommended that regular Training Liaison Officer Meetings be held. It was suggested that they be held every other Friday at 3 p.m.; this follows the regular Office of Training meeting on Thursday. The next meeting will be held Friday, 30 October, and thereafter every other week.

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9. [] answered questions regarding programs, problems, or recommendations concerning training. Over-subscription in training, backlogging and priority systems were brought up. [] suggested that a system of priorities be adopted by the Divisions. The Glandestine Services Committee recommended the priorities be classed: (a) for those whose overseas tour is imminent; (b) those whose personnel actions (promotions, reassignments, etc.) are being held up; (c) EOD'S; (d) all other cases. It was noted that at the Training Office Meeting the suggestion had been made that Divisions should indicate those having priority and then those they wished to designate as alternates. It was suggested that a long-range schedule (six months or more) would help the situation. The ability to do more than at present in the Office of Training is contingent upon enlarging the teaching staff and classroom facilities. It was generally agreed that each Division would try to establish its own system of priorities; where there is an over-subscription, the Division training officers should get together with the appropriate Senior Staff Training Officer and work out proper registration.

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10. A memorandum and proposed [] are being drafted with regard to waivers and exemptions from training. A formal

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request to the Clandestine Services Training Committee will be made. That will be incorporated with a new program of constructive credit being given for courses waived. The responsibility for authorizing waivers and constructive credit rests with the Chief of the appropriate senior staff.

11. Trainees have not been taking the pre-test as required. All persons being trained for the first time must be pre-tested, the purposes being the validation of other data concerning the individual. It also serves to some extent to validate or point out weaknesses of evaluation.

12. It is the intention of the Office of Training to discontinue regular course announcements. There will be a long-term program given, including a general statement of time and place of course. This, when used in conjunction with the new catalog, will more than replace the announcements.

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14. The first course in Logistics training will begin 9 November. [REDACTED] asked the Divisions to get in their requests as soon as possible.

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15. [REDACTED] also stated that the glossary has been or is in the process of being revised and will soon be used by Training. Its availability beyond training has not been determined.

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16. [REDACTED] of OC stated, with regard to communications training, the Divisions have been forwarding too many late requests. All requests should channel through the Staff Training Officer. Only the Office of Communications can authorize commo-cryptographic training after the person is in the field. Cryptographic training should be considered in the over-all training schedule.

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17. The meeting closed at 15:45.

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